

Wyoming Prevention Framework Community Grant Report

Attachment B

This report is for this time period

February 2007 - June 30, 2007

Please email this report as an **attachment** to...
Substance Abuse & Mental Health Services Division,
Wyo Dept. of Health
lisa.laake@health.wyo.gov

For information call 1-800-535-4006
or 307-777-6494

Today's Date

5/8/2007

County

NATRONA

Contract Organization Name

Natrona County Prevention Coalition

Your Name

Jennifer Crank

Your Mailing Address

425 Cy Ave.

City, State, Zip

Casper, WY, 82601

Your Work Phone Number

307-265-7366

Fax

307-473-2650

Your Work Email Address

jcrank@mercerwy.org

Please keep both a hard-copy and file copy for your records

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07	100%	5/7/2007	We had trouble getting applicants for the position
2	Supervise SPF staff/staff evaluation (note dates and any notes)				All employees are overseen by Brenda Eickoff-Johnson. Evaluations are once year depending of DOH
3	Name, title, and phone number of the staff's supervisor				Melissa Stahley-Cummings, Chair, 307-265-7366
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)		We run criminal checks on all staff.		No reports needed "action"
5	Staff training and paid travel (list all training paid under the contract, dates, traveler name, amount)	Needs Assessment Training	100%	March 5th-7th	Jennifer Crank attended
6	Notify the Division of any board of directors/staffing changes				No changes to report
7	Other Contract Work Agreements (report details)	Not Defined			We are working with WYSAC to get a survey done
8	Complete agreement with SPF-TAC				TBA
9	Other				NA

B Needs Assessment Activities

1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100%		Jennifer Crank Attended
2	Needs Assessment Instrument Received	Feb or March 2007	100%		
3	Data Collection	Apr-07	100%	7-Apr	
4	Data Analysis	NA	50%		
5	Priorities Identified	NA			
6	Needs Assessment Sent to SAD	1-Jun-07			
7	Receive SAD Comments @ Needs Assessment	15-Jun-07			
	Revise Needs Assess/Submit Final	NA			
8	Other	NA			

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
C Community Infrastructure Activities					
1	Community Advisory Council Activities briefly list CAC activities				Helped with Needs Assessment Workbook. Helped come up with questions for WYSAC study.
2	Community Advisory Council Meetings List dates & number of people who attended <i>See below for membership report</i>			3-19-2007, 4-18-2007, 5-15/2007	March- 4 people, April- 6 people

3	Budget and Funding Approved by CAC (attach minutes)	March 15th 2007	100%	March 15th	See attached minutes
4	Community Resource Assessment note date and attach report	NA			
5	Present Findings/Process to Community	NA			
6	(Optional) local SAPST and/or CADCA Training for SAC/Community	NA			
7	Briefly describe how the community was involved in the SPF process during this reporting period				The community helped with the needs assessment workbook and they helped shape our survey we are contracting WYSAC to do.
8	Other CAC/Infrastructure	NA			

D Strategic Planning Activity

	Attend Strategic Planning Training	Jul-07			
	Receive Strategic Planning Materials from SAD	NA			
	Research Evidence Based Strategies	NA			
	Match Strategies to Data/Needs	NA			
	Write Strategic Plan	NA			
	Submit Strategic Plan to SAD	NA			
	Receive SAD Comments/Revise/Final Plan	31-Aug-07			
	Other	NA			

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E	Implementation (only with SAD approval)	NA			

F Deliverables and Assurances Reports

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07	100%	5/14/2007	
2	May 15: Submit Expenditure Report to SAD	15-May-07	100%	5/14/2007	
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07			
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07			
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07			
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07			
7	Complete evaluation agreement with WySAC	30-Mar-07	100%	3/20/2007	
8	Provide any other evaluation information				
9	Submit any requested data				
10	Obtain Chapter 16 Prevention Certification				
11	On-Site evaluations or reviews				
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
G	Other Information				
1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				We are contracting with WYSAC to take a survey
2	Restricted activities (report any approval requested and received for these)				N/A
	fairs/brochures/educational materials				N/A
	media				N/A
3	Please note any significant changes from the budget submitted in the application.				We changed the Indirect Cost and the equipment lines
4	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?				We have most of the Needs Assessment Workbook done.
5	What was the one greatest barrier this reporting period? What was done to address this barrier?				The grant period is so short this first year it makes everything difficult. Such as spending the full award amount.

